



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: March 28, 2024
TO: Personnel Committee
FROM: Dan Koski, Director of Public Infrastructure
RE: **ONE-TIME BONUS FOR TRANSIT OPERATIONS SUPERVISOR KEVIN BOTTESI**

Due to an unexpected extended medical leave for the Transit Division Manager, as well as the recent departure of the Transit Customer Service Clerk, Kevin Bottesi, who serves as the Transit Operations Supervisor, has been taking on additional duties. He has worked diligently to ensure that the Transit System continued to operate effectively and at a high level to serve our customers since covering the Division Manager duties as of November 13, 2023.

Currently the Transit Division Manager has returned to work, but is limited to part time hours due to work restrictions, so these duties are continuing for Kevin for the near future. In addition, the Transit Customer Service Clerk has recently resigned in order to move back to her home state. As a result, Kevin has taken it upon himself to learn that position as well in order to ensure the work gets completed, and to be able to train the new person once that position is filled.

Kevin has done a tremendous job making sure all of the work gets done, in addition to maintaining his "regular" duties as Transit Operations Supervisor for the entire time. There has been a steep learning curve, but he jumped in enthusiastically to not only ensure the tasks were completed, but completed well. A key testament to his role these past few months is that there has been no interruption in service, nor even any realization from customers, internal or external, of the situation. He has performed all of these duties without hesitation, and performed them at a high level.

Had the City contracted outside assistance for these matters, the cost would have been significant, especially since the actual number of people familiar with the management of Transit Systems is extremely limited.

The City of Manitowoc Employee Policy Manual allows for one-time bonuses to acknowledge additional duties taken on by employees in the event of vacated positions. Due to the length of time these vacancies have extended, and the high-level duties required by Kevin during this time, my recommendation is to allow for a one-time bonus of \$2,500 to Kevin on the next pay period.

Thank you for your consideration of this request.